

### **DRAFT RECORD KEEPING REQUIREMENTS<sup>1</sup>**

This is an overview of the records that you must keep under the proposed Board Order No. R7-2008-0001 (effective upon adoption). When the permit is available you can get a copy of the Order on the Internet at <http://www.waterboards.ca.gov/coloradoriver>, or by contacting the Colorado River Basin Regional Water Quality Control Board (Regional Water Board) at 760-346-7491.

*You must keep all of the required records on site at the permitted facility for at least 5 years.*

#### **Engineered Waste Management Plan**

- ✓ You must develop an Engineered Waste Management Plan (EWMP) and have it approved by the Regional Board.
- ✓ Keep a copy of your approved EWMP and be familiar with its contents.

#### **Storm Water Management Structure Inspections Log**

- ✓ Every week, you must inspect all containment structures, including ponds, berms, and wastewater distribution lines.
- ✓ You must inspect containment structures daily during storm events greater than ½ inch of rain in 24 hours.
- ✓ Records must include:
  - The wastewater depth in each pond and impoundment;
  - The amount of freeboard for each pond and impoundment;
  - Any action you took to correct problems you found during the weekly inspections; and,
  - The approximate time and duration of any storm-related, off-property, discharge of contaminated storm water.
- ✓ Use the Storm Water Management Structure Inspections Log Sheet provided in the Order.

#### **Water Line Inspections Log**

- ✓ Every day, you must inspect all water lines, including drinking water and cooling water lines.
- ✓ You must keep a log of your daily water line inspections.

#### **Implementation Recordkeeping Log**

- ✓ You must keep records to show you are complying with federal requirements.
  - Ensure adequate storage capacity for manure and wastewater.
  - Proper management of dead animals.
  - Divert clean storm runoff away from manured areas or capture and contain contaminated runoff.
  - Keep confined animals out of streams and other waters of the United States.
  - Handle and dispose of chemicals properly to prevent contaminated discharges.

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<sup>1</sup> *The requirements and permit information outlined in this handout are tentative; final requirements will be included in the final adopted Order. Please contact the Regional Board with specific questions or concerns about the requirements described here.*

## **Manure Tracking Manifest**

- ✓ Each time you transfer manure or wastewater off of the permitted facility, you must record information about the transfer including:
  - The name and address of the recipient; and,
  - The approximate amount transferred.
- ✓ Use the Manure Tracking Manifest form provided in the Order.

## **Manure Nutrient Analyses**

- ✓ Each time you transfer manure or wastewater off of the permitted facility, you must provide the recipient with the results of the most current nutrient analysis.
- ✓ The most current nutrient analysis must be no more than one year old.
- ✓ Keep the results of the manure nutrient analyses with your facility records.

## **Composting Inventory Report**

- ✓ If you produce compost, you must monitor and report the following:
  - Quantity (cubic yards and wet tons) and description of manure received from each source;
  - Quantity (cubic yards and wet tons) and description of greenwaste received from each source;
  - Quantity (cubic yards and wet tons) and description of fertilizer received from each source;
  - Quantity of composted material (cubic yards and wet tons) shipped off-site; and,
  - Estimated quantities of raw materials, in-process-inventory and finished.

## **Nutrient Management Plan**

- ✓ If you apply manure, litter, or process wastewater to croplands that you own or control, you must develop and implement a Nutrient Management Plan (NMP) that is approved by the Regional Board.
- ✓ You must keep records to show you are complying with the required NMP elements:
  - Implement conservation practices to control nutrient runoff;
  - Sample and analyze manure, wastewater, and soils for nutrient content; and,
  - Apply manure and wastewater to croplands at agronomic rates.

## **WHAT TO DO IF YOU HAVE A DISCHARGE**

### **If you have an authorized discharge**

1. Keep a record of the approximate time and duration of the discharge.
2. Conduct discharge monitoring as described in the Order
3. Include a summary of all discharges in your Annual Summary Report of CAFO Weekly Storm Water Management Inspections.

### **If you have an unauthorized discharge**

1. Notify the Regional Board by telephone within 24 hours (760-346-7491)
2. Submit a written report to the Regional Board within 2 weeks. The report must include:
  - The approximate date and time of the discharge;
  - The estimated flow rate and duration of the discharge;
  - The type and source of the waste discharge; and,
  - A time schedule and plan for corrective actions to prevent the discharge from happening again.

The report must be signed as required in the Order and submitted to the Regional Water Board.